

**Minutes of Meeting
REAL ESTATE BOARD
INFORMAL FACT-FINDING CONFERENCES
July 23, 2007 (10:30 a.m.)**

The Real Estate Board convened in Richmond, Virginia, for the purpose of holding Informal Fact-Finding Conferences pursuant to the Administrative Process Act.

Marjorie Clark, Board member, presided. No other Board members were present.

Doug Schroder appeared for the Department of Professional and Occupational Regulation.

The conferences were recorded by Inge Snead & Associates, LTD. and the Summaries or Consent Orders are attached unless no decision was made.

Disc = Disciplinary Case
Lic = Licensing Application
RF = Recovery Fund Claim

C = Complainant/Claimant
A = Applicant
R = Respondent/Regulant
W = Witness
Atty = Attorney
Inv = Investigator

10:30 a.m. Docket

Participants

1. Alexander Otis Matthews
File Number 2006-02454 (Disc)
(NO DECISION MADE)

Matthews – R
Alan Toppelberg – R's Atty

2. Alexander Otis Matthews
File Number 2006-02779 (Disc)
(NO DECISION MADE)

Matthews – R
Alan Toppelberg – R's Atty

3. Alexander Otis Matthews
File Number 2007-01942 (Disc)
(NO DECISION MADE)

Matthews – R
Alan Toppelberg – R's Atty

The meeting adjourned at 3:45 p.m.

REAL ESTATE BOARD

Schaefer Oglesby, Chairman

Jay W. DeBoer, Secretary

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